

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [position or opportunity] at [Recipient Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

Throughout our time together, [Candidate's Name] consistently demonstrated [positive traits or skills relevant to the opportunity]. Their ability to [specific examples of achievements or responsibilities] made a significant impact on our team and projects.

One of the standout qualities of [Candidate's Name] is [specific quality], which was evident when they [specific instance illustrating this quality]. This experience highlighted their [ability, skill, or characteristic], showing their commitment to excellence and teamwork. I am confident that [Candidate's Name] will bring the same level of dedication, talent, and creativity to [Recipient Organization] as they have in our time together. I highly recommend them for this opportunity without reservation.

Please feel free to contact me at [phone number] or [email address] if you have any further questions.

Sincerely,

[Your Name]  
[Your Position]